



**OFFICE OF THE SECRETARY OF DEFENSE  
1950 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1950**



**ADMINISTRATION &  
MANAGEMENT**

**MAR 1 2002**

**MEMORANDUM FOR DIRECTOR, DEFENSE COMMISSARY AGENCY  
DIRECTOR, DEFENSE CONTRACT AUDIT AGENCY  
DIRECTOR, DEFENSE CONTRACT MANAGEMENT AGENCY  
DIRECTOR, DEFENSE FINANCE AND ACCOUNTING SERVICE  
DIRECTOR, DEFENSE INFORMATION SYSTEMS AGENCY  
DIRECTOR, DEFENSE INTELLIGENCE AGENCY  
DIRECTOR, DEFENSE SECURITY SERVICE  
DIRECTOR, DEFENSE LOGISTICS AGENCY  
DIRECTOR, DEFENSE THREAT REDUCTION AGENCY  
DIRECTOR, NATIONAL IMAGERY AND MAPPING AGENCY  
DIRECTOR, NATIONAL SECURITY AGENCY/CENTRAL  
SECURITY SERVICE**

**SUBJECT Office of the Secretary of Defense Medal for Valor**

I am pleased to announce the creation of the Office of the Secretary of Defense (OSD) Medal for Valor for all Government employees and private citizens who perform an act of heroism or sacrifice, with voluntary risk of personal safety in the face of danger either on or off the job. The September 11, 2001 terrorist attacks prompted the creation of this Medal, and will be used for this incident and future acts of heroism or sacrifice.

Nominations for the OSD Medal for Valor should be addressed to the Assistant Director, Labor and Management Employee Relations Division, Directorate for Personnel and Security, Washington Headquarters Services. Nominations must be forwarded through and approved by the respective OSD Component Head who has authority over the Agency. For example, a memorandum signed by the Director, Defense Finance and Accounting Service must be approved by the Under Secretary of Defense (Comptroller).

The attachment outlines the description of the medal and certificate, the eligibility criteria and nomination procedure. Defense Agencies are to apply appropriate and prudent screening processes, such as those used in granting other awards, when recommending approval for this award. We recommend the broadest dissemination of this announcement.

If you have any questions concerning the OSD Medal for Valor, please contact Mr. Joseph Stormer at (703) 588-0433 or Ms. Amy Hunt at (703) 588-0439.



D. O. Cooke  
Director

Attachment:

As stated

Copy to:

OUSD (P&R)

OUSD (Comptroller)

OASD (C3I)

OUSD (AT&L)

**OFFICE OF THE SECRETARY OF DEFENSE**  
**MEDAL FOR VALOR**

1. Purpose: The civilian “Office of the Secretary of Defense Medal (OSD) for Valor” is established to acknowledge civilian employees and private citizens who perform an act of heroism or sacrifice, with voluntary risk of personal safety in the face of danger either on or off the job.
2. Description: The Department of the Army’s Institute of Heraldry and the Labor and Management Employee Relations Division, Personnel and Security Directorate, Washington Headquarters Services, developed the medal.
  - a. Award Decoration: A gold color metal disc charged with a faceted star of five points surmounting a laurel wreath with the word “VALOR” inscribed above. The reverse of the medal is inscribed with a small laurel wreath supporting a rectangular name-plate with the words “Awarded to” above and “for exhibiting bravery” below.
  - b. Ribbon: Blue, white and scarlet are the color of the national flag and represent the United States of America. The broad scarlet bands denote valor and sacrifice, the white bands signify integrity and idealism. The blue background refers to the land of the United States, its seas and skies.
3. Certificate: A certificate signed by the Director, Administration and Management, will accompany the medal.
4. Eligibility: The medal may be awarded to any private citizen or Federal government civilian career or non-career employee recommended by an OSD Component Head (as defined in Administrative Instruction No. 29, “Incentive and Honorary Awards Programs”). The individual exhibits great courage and voluntarily risks personal safety beyond the call of duty.
5. Criteria: Eligibility criteria for the medal is the individual exhibiting great courage or sacrifice and voluntarily risks personal safety beyond the call of duty on or off the job. Nominations must be well documented with information contained in paragraph 9.
  - DoD employees: the act of bravery may be related to his or her government position, may enhance the reputation of the Department, or may serve the public interest.
  - Private citizens and other Federal employees: the act of bravery must be connected with a DoD employee or activity. The DoD in some way benefits from the act, e.g., one of our employees is saved by a private citizen.
6. Limitations on Awarding Medal: Not more than one medal will be authorized for more than one act of heroism at the same instant.

7. Posthumous Awards: The medal may be awarded posthumously and, when so awarded, may be presented to a representative to be determined by the deceased member's family.

8. Responsibility and Approval: The Director, Administration and Management is the approval authority for this award.

9. Nomination Format: Forward a memorandum to the Assistant Director for Labor and Management Employee Relations, Directorate for Personnel and Security, Washington Headquarters Services, **through** the respective OSD Component Head who has authority over the Agency, for approval.

a. General personal information:

- for government employees: provide name, SSN, title, series and grade, organization and location, and period covered by the award.
- for private citizens: provide name, home address, home and business telephone numbers, location at time of incident, period covered by award;

b. Specific information regarding act of bravery:

- Description of the act in detail to include the date, time, place and scene of the incident, name and any other personal information about the individual(s) rescued, details of the hazard(s) faced by the individual, and the thorough account of the rescue effort. Also include if the nominee was assisted by other person and if injury occurred during the rescue.
- Names and telephone number of witnesses, if any, should be supplied.

Submit the one copy of the memorandum and supporting justification to the Assistant Director, LMER Division, 1777 North Kent Street, Suite 12063, Arlington, VA 22209-2164. LMER will obtain the approval from the Director, Administration and Management.